U.S. Mission to Tunisia

VACANCY ANNOUNCEMENT NUMBER: 12/17

OPEN TO: All interested Candidates

POSITION: Project Management Assistant - USAID

OPENING DATE: Friday, March 10, 2017

CLOSING DATE: Friday, March 24, 2017

WORK HOURS: Full-time, 40 hours/week

SALARY: *Ordinarily Resident (OR):* **FSN-8** TD 34,613 gross annual salary

(Position is graded at the full performance level of Grade: FSN-8)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Tunis is seeking eligible and qualified applicants for the position of Project Management Assistant with USAID.

BASIC FUNCTION OF POSITION:

The incumbent will be responsible for program support and management, coordination, and logistical support for a USAID/Tunisia DRG team that is working on a host of issues including: decentralization, local government, service delivery, public financial management, transparency and accountability, electoral processes, civil society and inclusion of marginalized groups. S/he should have some experience with project/program management and maintain a working knowledge of documentation as well as work plans. S/he maintains working relations with implementing partners, government counterparts, and international partner organizations. Provides logistical support, including internal briefings, meetings, and international partners' conferences. Prepares weekly updates, briefing papers, reports and press releases. Organize and streamline DRG Office records and procedures, ensures DRG team is informed of current events that affect program implementation. The incumbent will provide contract support. Assist the DRG Office to maintain an organized and professional work environment at all times, meeting USAID file management requirements.

Tracks DRG projects' financial status and expenditures, and recommend future incremental funding. Maintains complete and auditable financial records for projects

managed. Maintain complete and auditable files of all project documents (contracts, grants and other procurement supporting documents) in line with USG requirements.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- **1. QUALIFICATIONS**: At least two years of full-time post-secondary study (or the equivalent hours spread across a part time study period) at college or university. For example, two years secretarial college, vocational college, commercial college, junior college or other equivalent post-secondary education is required.
- **2. EXPERIENCE:** At least three to five years of progressively responsible experience working in the area of providing development assistance. At least two years of this experience with a local/international/NGO, implementing partner, or other multilateral/bilateral organization required
- **3. LANGUAGE:** Level IV (Fluent) speaking/reading/writing in English, French and Arabic is required. (This will be tested).
- **4. KNOWLEDGE:** The incumbent should have some technical knowledge of civil society strengthening and engagement, including in advocacy and oversight; local governance service delivery and decentralization; elections and legislative processes; gender and social inclusion; and/or youth. S/he should have strong knowledge of project or program management and organizational management, as well as of NGO and GOT operations. Additional knowledge of other donor-supported governance and peacebuilding programming in Tunisia is beneficial.
- 5. SKILLS & ABILITIES: The incumbent must have the ability to obtain, organize, analyze, and present information in a clear, concise manner, both orally and in writing. Ability to work in a team environment and across USAID offices and the U.S. government agencies and to take strong meeting notes and document key points and decisions taken. Ability to provide occasional interpretation or translation in meetings or workshops as necessary. Capacity to prepare technical documents in English with minimal editing and translate French and/or Arabic documents to English and vice versa. Ability to develop and maintain working-level contacts (GOT, donors, civil society, local bodies) and productive relationships with other counterparts. Ability to work effectively under pressure and demonstrate extreme flexibility to manage more than one activity at a time. Strong computer skills to conduct work using MS Word, Excel and Power Point. Utilization of USAID-

specific software will also be required. Must be considerate and judicious in communications, possess good judgment, and be able to work independently. Applicants must also be available and capable of travel throughout Tunisia and occasionally to Frankfurt, Washington DC, and/or other regions upon request

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be found on our website at http://tunisia.usembassy.gov/ or by contacting the Human Resources Office 71 107- 478/ 71 107-320.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

EVALUATION CRITERIA: (Points indicated are maximums assignable per rating category)

Experience: 25%
Language: 20%
Knowledge: 25%
Skills & Abilities: 30%
TOTAL: 100%

ADDITIONAL SELECTION CRITERIA:

- 1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
- 2. Current Ordinary Resident (OR) employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 3. The candidate must be able to obtain medical and security clearances.

HOW TO APPLY: Applicants must submit the following documents to be considered:

- 1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
- 2. A U.S. style resume in English, not more than two pages long providing a work history back seven years;
- 3. A cover letter in English, not more than one page, outlining how your skills and experience meet the requirements for the position;
- 4. A copy of university certificates/transcripts, etc. and translations into English where appropriate; and
- 5. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Mailing Address: Human Resources Office American Embassy Tunis

Les Berges du Lac 1053 Tunis, Tunisia.

FAX Number: 71.107.080

E-mail Address: <u>TunisApplicants@state.gov</u>

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under Chief of Mission authority

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